

# G*i*VERNOR'S INSTITUTE

## Employee Evaluation

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Evaluation of Employment Period: \_\_\_\_\_

*Additional comments are encouraged but not required. However, selecting the options "needs improvement" and/or "unacceptable" will require additional feedback.*

Performance Category	Rating	Comments
<b>Quality of Work:</b> <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Reliability/Dependability:</b> <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Communication Skills:</b> <i>Written and oral communications are clear, organized and effective; listens and comprehends well.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Judgement &amp; Decision-Making:</b> <i>Makes thoughtful, well-reasoned decisions; exercises good judgement, resourcefulness and creativity in problem-solving.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Initiative &amp; Flexibility:</b> <i>Demonstrates initiative, often seeking out additional responsibilities; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Cooperation &amp; Teamwork:</b> <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Professionalism &amp; Representation</b> <i>Exhibits high degree of professionalism and represents the organization positively at all times.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	

# G*i*VERNOR'S INSTITUTE

***Goals/Developmental Needs***

*Describe goals and/or the key competencies that should be considered/worked on to further develop employee's performance.*

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Employee Signature

The employee is permitted to review their evaluation before providing a signature. It is at the discretion of the employee to submit a written response that will be filed with the original evaluation.